


City of Kent B&O Tax Account Registration

A Step-by-Step Guide

July 2016

1. From the website at TaxFile.KentWA.gov, click on “[Create an Account](#)”



City of Kent Business & Occupation Tax Return System

[\[Log In \]](#)

The City of Kent Business and Occupation Tax Return System allows you to:

- Submit your City of Kent Business and Occupation Tax return to the city electronically.
- Pay your City of Kent Business and Occupation Tax online via eCheck or credit card.
- Complete and submit previously saved returns.
- View past returns that you filed online (1st Qtr 2013 not available).

Internet Explorer 10 & 11 Users: Please be sure to add KentWa.gov to the browser's Compatibility View list. To add our site to the Compatibility View please do the following:

- From your Web Browser go to Tools
- Click on Compatibility Settings
- Add KentWA.gov

Log In

Please enter your username and password.

If this is your first time accessing our Online B&O Tax System you will need to [Create an Account](#)

Account Information

Username:

Password:

☐ Keep me logged in

[Forgot My Password](#)
[Forgot My Username](#)

Log In

2.1 Create a username and password. The username may not exceed 10 characters. The password must contain at least six characters and one special character (e.g. !, #, etc.)

2.2 Enter the “reCaptcha” text and click “Create User”. If the image is not visible, click the refresh symbol () to show a new image.

Note: An error message appears if the username already exists or if the password is invalid.

Create a New Account

Use the form below to create a new account.

Please have your Washington State Tax Registration Number (TRN) handy as it will be needed to complete your online account setup. If you do not know your TRN you may look it up online using the [Washington State Department of Revenue Business Lookup](#) system.

Once you have created your username, an email will be sent to the email address you provided. You will need to verify your email address by clicking the link in the email before you can continue setting up your account.

Account Information

User Name*: (10 characters maximum)

E-mail*:

Confirm E-mail*:

Password*:
A minimum of 6 characters in length and must contain at least 1 special character (e.g., !, @, #, etc.)

Confirm Password*:

Security Question*:

Choose a security question...

Security Answer*:

Tell us about yourself

First Name*:



Last Name*:

Title:


Phone:

868


Privacy & Terms

Create User



3. The following message will appear. A confirmation email will be sent to the email address provided.



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Complete

Your username has been created, but before you can proceed you must first **verify your email address.** A message has been sent to the email address you specified. Please check your email inbox and follow the instructions in that email to verify your account


Return to Login

4.1 Click on the link provided in the confirmation email.

4.2 You will then be redirected back to the website. Click "[Log In](#)" to proceed.

Verify Email for Kent B&O Tax Return System

DoNotReply@Kentwa.gov

 This message was sent with High importance.

Sent: Thu 7/7/2016 12:25 PM

To: Schierenbeck, Adam

Welcome to the City of Kent Business and Occupation Tax Return System.

Hello Adam ,

You are receiving this email because you recently created a new account with the City of Kent Business and Occupation Tax Return System. Before you can login, however, you need to first verify your email address by visiting the following link:

<http://boformtest/Account/Verify.aspx?ID=97f88ec8-5a83-47ed-9923-a6f440303b56>

If you have any problems verifying your account, please email Business-Occupation@kentwa.gov or contact us at (253) 856-6266.

Thank you.



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Your account has been verified. Please [Log In](#).

5.1. After the email address has been verified, log in with the new username and password.

5.2 Then click on [“Link a business to your account”](#).

News and Announcements:

For delinquent taxes paid on or after August 1, 2015 new penalty rates apply:

1 day to 1 month overdue.....9% (\$5 minimum)

Over 1 month to 2 months.....19% (\$5 minimum)

Over 2 months.....29% (\$5 minimum)



Account Information

Profile Information: [edit](#)

Username:	adamsch
Email Address:	aschierenbeck@kentwa.gov
Password:	Change Password
Security Question:	Change Question/Answer

Contact Information: [edit](#)

Contact Name:	Adam Schierenbeck
Title:	B&O Tax Auditor
Email:	aschierenbeck@kentwa.gov
Phone:	253-856-5267

Link a business to your account

You must link your business's Washington State Tax Registration Number (TRN) to your account before you can begin filing returns.

The TRN is the same nine-digit number used for the State of Washington Excise Tax Return. The TRN is usually the same as the Unified Business Identifier (UBI) number assigned by the State of Washington. The TRN is not the same number as your federal Employer Identification Number (EIN).

If you do not know your TRN you may look it up online using the [Washington State Department of Revenue Business Lookup](#) system.

6. Enter the nine-digit Tax Registration Number (TRN) assigned to the business by the Washington State Department of Revenue.



City of Kent Business & Occupation Tax Return System

Welcome **adamsch**! [[Log Out](#)] [[My Account](#)]

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To link a business to your online account, please enter your Washington State Tax Registration Number (TRN) below.


NOTE: You may assign only one Washington State Tax Registration Number (TRN) to your online account. If you have multiple businesses, you will need to create a separate online account for each business. Once a TRN is assigned to your account, it cannot be changed without calling the B&O Tax Division at 253-856-6266.

TRN: The TRN is 9-digits long and should not contain spaces or "-" characters

If you do not know your TRN you may look it up online using the [Washington State Department of Revenue Business Lookup](#) system.

Next

7.1 If it is a new account that has not previously been registered, the below message will appear. Click on "[CLICK HERE](#)" to proceed.



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TRN: The TRN is 9-digits long and should not contain spaces or "-" characters


Please confirm the TRN you entered (655655655). If this TRN is correct [CLICK HERE](#) to enter your business information. It may take up to 2 days to complete your account setup.

this TRN is incorrect, please re-enter the TRN above and try again.

If you do not know your TRN you may look it up online using the [Washington State Department of Revenue Business Lookup](#) system.

Next

7.2 If the TRN has already been registered and is assigned to another user account, the below error message will appear. The B&O Tax Division should be contacted for further or assistance (or go to “[CLICK HERE](#)” to submit a request for assistance).



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To link a business to your online account, please enter your Washington State Tax Registration Number (TRN) below.

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TRN: The TRN is 9-digits long and should not contain spaces or "-" characters

The TRN you entered (601106847) is already assigned to another account. 

If you believe the TRN you entered is correct, please [CLICK HERE](#) to notify the B&O Tax Division, or call 253-856-6266 for assistance. If you mistyped your TRN, please try again.

If you do not know your TRN you may look it up online using the [Washington State Department of Revenue Business Lookup](#) system.

Next

8. After entering the TRN and going to [“CLICK HERE”](#) (see Step 7.1), enter the business information, then click “Send Email”. The account setup may take two business days.

Request for TRN Setup

In order to set up your business's TRN in our system, please provide the information below. You will be notified via email once your TRN is set up in our system. You may then link the TRN to your online account.

Legal Entity Name:	<input type="text"/>
DBA:	<input type="text"/>
9 digit WA State Tax Registration Number (TRN):	655655655
WA State Unified Business Identification (UBI) Number:	<input type="text"/>
City of Kent Business License Number:	<input type="text"/>
Contact Name:	<input type="text"/>
Contact Email:	<input type="text"/>
Contact Phone:	<input type="text"/>
Physical Address:	<input type="text"/>
City:	<input type="text"/>
State:	<input type="text"/>
Zip Code:	<input type="text"/>
Mailing Address:	<input type="text"/>
City:	<input type="text"/>
State:	<input type="text"/>
Zip Code:	<input type="text"/>

The review process generally takes 2 business days. You will be contacted by email once your account setup is complete, at which point you will be able to link your TRN to your account.

9. Within two business days, the taxpayer will receive the below email. To finish setting up the account, the taxpayer must complete the steps provided in the email (highlighted below).

From: Accounting
Sent: Wednesday, March 09, 2016 9:19 AM
To: Accounting
Subject: FW: New Account Setup

Thank you for your email. Your business has been set up in the City of Kent's B&O Tax Return System and has been assigned a quarterly filing frequency.

To complete the linking process please do the following:

- 1) Go to TaxFile.KentWA.gov/Account/Login
- 2) Log in with the User ID and Password you created.
- 3) Click the "Link a TRN to your account" link.
- 4) Enter your TRN and click "Next"
- 5) Verify that your business information is correct and click "Yes - Link this business to my account".

You can then start using the Business & Occupation Tax Return System to file your returns.

Businesses are generally required to file B&O tax returns on a quarterly basis. Subject to prior approval by the City, an annual filing option is available if the business owes less than \$1,000 in tax annually, among other criteria.

<u>Tax Period</u>	<u>Due Date</u>
Quarter 1.....	April 30
Quarter 2.....	July 31
Quarter 3.....	October 31
Quarter 4.....	January 31
Annual (<i>upon approval</i>)...	January 31

Should you have any additional questions or need further assistance, please contact the B&O Tax Division.

Tax Division| Finance Department
220 Fourth Avenue South, Kent, WA 98032
Phone 253-856-6266 | Fax 253-856-6255
Email: Business-Occupation@KentWA.gov

CITY OF KENT, WASHINGTON
KentWA.gov [Facebook](#) [Twitter](#) [YouTube](#)

10.1 After receiving the New Account email, go to TaxFile.KentWA.gov and enter the username and password. Then click on [“Link a business to your account”](#).

10.2 Once again, enter the TRN for the business.

News and Announcements:

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Account Information

Profile Information: [edit](#)

Username:	adamsch
Email Address:	aschierenbeck@kentwa.gov
Password:	Change Password
Security Question:	Change Question/Answer

Contact Information: [edit](#)

Contact Name:	Adam Schierenbeck
Title:	B&O Tax Auditor
Email:	aschierenbeck@kentwa.gov
Phone:	253-856-5267

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TRN:

The TRN is 9-digits long and should not contain spaces or "-" characters

If you do not know your TRN you may look it up online using the [Washington State Department of Revenue Business Lookup](#) system.

[Next](#)

11. Verify the business information and click “Yes – Link this business to my account.”



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Is this the business you would like to link to your account?

Legal Entity Name	Adler Giersch, P.S.
Doing Business As (DBA):	
Washington State Tax Registration Number (TRN)	600627418
Washington State Unified Business Identifier (UBI)	600627418
City of Kent Business License Number	2030147
Physical Address	
Mailing Address	333 Taylor Ave. N. Seattle , WA 98109

If you believe that the business listed above is not the correct business for the TRN entered, please notify [Finance](#) so that they may resolve the issue.

12. The below message will appear. Click on “[My Account](#)” to proceed with accessing the account information and filing returns.

You have completed linking your TRN to your online account. You may now begin using the City of Kent Business and Occupation Tax Return System.

To begin filing your B&O Tax Returns please go to [My Account](#).



Account Information

Business Information:

Business Name:	Adler Giersch, P.S.
DBA:	
Physical Address:	
Mailing Address:	333 Taylor Ave. N. Seattle, WA 98109
TRN:	600627418
UBI:	600627418
Business License:	2030147

Profile Information: [edit](#)

Username:	adamsch
Email Address:	aschierenbeck@kentwa.gov
Password:	Change Password
Security Question:	Change Question/Answer

Contact Information: [edit](#)

Contact Name:	Adam Schierenbeck
Title:	B&O Tax Auditor
Email:	aschierenbeck@kentwa.gov
Phone:	253-856-5267



File a B&O Tax Return

Which reporting period are you filing for:



Saved returns in progress

No saved returns found for this account.



Filed returns already submitted

No filed returns found for this account.